

Work Order Number:

EP-R6-11-10

06

SC

B1a1

06GG/0000

10

003.00

ENFORCEMENT SUPPORT SERVICES IV

WORK ORDER REQUEST FORM

Request Date: 12/09/2014

Work Order Number is styled as follows: contract number, region, two digits for Task Order code (COTR initials), next four digits for work order activity code, next nine digits for Site Spill number / operable unit, two digits for Task Order Number, and finally the work order number, including two digits beyond a decimal for amendments.

Example Work Order Number: EP-R6-11-10 - 06 - PM - B2c0 - 06GZ/OU01 - 04 - 12345.12. COTR will attach the single checklist associated with the Work Order Form within the PDF file of the Work Order Form. The filename of the Work Order Form should be formatted as:

COTR's first initial and last name\_Task Order #\_Work Order Activity Code\_SSID\_Date mm dd yyyy\_worf original.pdf.

Example WO filename: pmiller\_04\_B2c0\_06GZ\_06 30 2010\_worf original.pdf. The filename of the attached checklist should be formatted as:

COTR's first initial and last name\_Task Order #\_Work Order Activity Code\_SSID\_Date mm dd yyyy\_checklist.

Example Checklist filename: pmiller\_04-B2c0\_06GZ\_06 30 2010\_checklist.pdf.

B1a1 Title Search	B2a0 Document Organization	C100 New Administrative Records
B1a2 Operational History Search	B2b0 Summary Document Preparation	C200 Audit Existing ARs
B1a3 Regulatory History Search	B2c0 EFMC: Facility and Collections	C300 AR Training
B1a4 Technical Search		C400 AR Procedures
B1a5 Corporate History Research and Analysis	B3a1 Mass Mailings	D100 FOIA Response
	B3a2 Research Addresses	D200 FOIA Training
B1b1 Cost Packages	B3b1 Appraisals	
B1b2 WPD Packages	B3b2 Surveys	E200 Scanning Preparation
B1b3 Waste-In/Allocation Develop. and Reports	B3c1 Legal Support	E300 Digital Conversion
B1b4 PRP ID Summary & Contact Info.	B3c2 Serve Process	E400 Indexing / Metadata Extraction
B1b5 Financial Research and Reporting	B3d1 Negotiation Meeting Support	F100 Field Imaging
B1b6 Settlement Negotiation Assistance	B3d2 Conduct Research	F200 Website Development
B1b7 Expert Witness		F300 Financial Analysis Software Testing
B1b8 Compliance Review for SF	B400 Close Out Memo	
		G100 EPA Events
		G200 Materials Preparation

Site Name:

Wilcox Oil Superfund Site

Site Location (State,County, City): Oklahoma, Creek, Bristow

Brief Description of Work:

Contractor is requested to perform a PRP search for the 5 identified PRPs perhaps more.

Work Requested By: Name: Stephen Capuyan Ext: 2163 Email: capuyan.stephen@epa.gov

Signature: Copied on the email

EPA COTR: Name: Ext: Email:

Signature:

EPA PO: Name: Ext: Email:

Signature:

Contract Project Manager: Name: Ext: Email:

Signature:

Deliverable(s): See Attached Checklist

Estimated Hours:

Priority:

1

CC: Project File

Work Order File

1 - Expedited 2 - Other